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*Estimate*

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/1

PROCEDURES FOR THE INTELLIGENCE ADVISORY COMMITTEE

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Pursuant to the provisions of NSCID No. 1, and for the purpose of providing a guide and facilities for the activities of the Intelligence Advisory Committee, the following procedures are hereby established:

1. The Director of Central Intelligence, or his representative, shall serve as Chairman of the Intelligence Advisory Committee. The Central Intelligence Agency will furnish the Secretariat therefor.

2. The Intelligence Advisory Committee shall meet on the call of the Director of Central Intelligence, either upon his own initiative or upon the request of an Intelligence Advisory Committee member.

3. The Intelligence Advisory Committee secretariat shall prepare and circulate in duplicate all proposals appropriate for IAC consideration. Such papers, whether initiated by IAC members or the Director of Central Intelligence, shall bear an appropriate series number and all subsequent papers related thereto shall carry a sub-number.

4. Agenda will be prepared and circulated to IAC members so as to reach them at least three working days in advance of each IAC meeting. Only those matters will be brought up for discussion which members of the IAC have had the opportunity to study and where appropriate have had the opportunity to obtain the opinion of other members of their Departments. After each meeting, copies of the minutes will be circulated.

5. To assist the IAC in the performance of its functions, there is hereby established a Standing Committee composed of designated representatives of the IAC members and of the Director of Central Intelligence. A representative of the Director of Central Intelligence shall be the chairman.

a. In order to provide continuity and stability to the Standing Committee, each IAC member will designate a regular member and, if desired, an alternate by transmitting names and titles to the Director of Central Intelligence. This action will not preclude the attendance at committee meetings of such additional persons as may be technically qualified to discuss a particular subject under consideration by the Standing Committee.

b. As a matter of practice, the Chairman of the Standing Committee will schedule a meeting approximately seven days after circulation of proposals has been effected. Informal discussions among agency representatives and the Interdepartmental Coordinating and Planning Staff of the Central Intelligence Agency are encouraged.

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c. The Standing Committee will establish such additional working procedures as may be necessary.

6. To avoid unessential IAC meetings and delay in the implementation of important projects, when unanimous agreement is reached by the Standing Committee, on any subject under discussion by it, the agreed draft of the subject paper will be referred to the IAC Secretariat for circulation to IAC members with voting slips to be returned within seven working days. Papers receiving unanimous concurrence of the IAC members in this manner, will have the same effect as those agreed to in formal IAC meetings. Should any IAC member non-concur, the paper will either be referred back to the Standing Committee for reconciliation or to the next formal meeting of the Intelligence Advisory Committee for appropriate action.

7. If agreement is not reached within the Standing Committee, the proposal will be submitted to the IAC in such a form as to clearly set forth the nature of the disagreement.

8. Membership in the IAC does not preclude intelligence chiefs from having access to the National Security Council through regularly established departmental channels.

*R. H. Hillenkoetter*  
R. H. HILLENKOETTER

Director of Central Intelligence

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